Welcome to your In briefing as a Temporary Federal Excepted Service Technician.

(Be sure to review this presentation until the very last slide to ensure you receive proper credit for completion.)

What is a Federal Excepted Service Technician?

With your selection as a National Guard Technician, you have become a federal employee covered by the National Guard Technician Act of 1968 (Public Law 90-486).

Because of this law, you are referred to as a military technician. Your primary mission as a military technician is to provide day-to-day continuity in the operation and training of Army and Air National Guard units.

What is a Federal Excepted Service Technician?

Military Technicians are employees of the Department of the Army or Department of the Air Force. Military Technicians are required to maintain military membership in the National Guard in order to retain employment. These military technicians are referred to as dual-status technicians.

However, unlike other Federal employees, the Adjutant General has the authority to affect employment and is the level of final appeal for most personnel actions. With few exceptions, a military technician enjoys the same benefits, privileges and rights as other federal employees.

What is a Federal Excepted Service Technician?

Positions in the National Guard Technician Program that require military membership in the National Guard as a condition of technician employment are in the excepted service under the provisions of 32 USC 709.

This status means you are “excepted” from the rules that govern civil service employees in the areas of tenure and competitive requirements for appointments. Loss of military membership for any reason will cause termination of technician employment.

The Mission of the Human Resource Office:

Plan, direct and administer human resource programs for all full-time National Guard personnel to ensure relevance by leveraging technology, improving our processes and disseminating timely and accurate information so that we can provide a trained and ready workforce to meet mission requirements.

Purpose of the HRO

- Our office assists West Virginia National Guard Soldiers and Airmen with every aspect of their career as a Federal Technician.

- Functional areas within the HRO to include Staffing, Classification, Training, Benefits, Labor Relations/EEO, Retirements and Worker's Compensation.

- We provide the following services:
  - In and Out Processing for new hires, those going into and returning from non-pay, and separations
  - Advisory services regarding various benefits and entitlements
  - Problem resolution
  - Site visits and training as requested by the field
  - Assistance with military deposits
  - Worker's Compensation assistance when injured on the job

Directions to the HRO

Human Resource Office
1703 Coonskin Drive
Charleston, WV 25311

Located: (Building on the left with the Flagpole) Go to the flag pole in front of building and enter the set of angled double doors in the corner. Once inside the building, go to the top floor and all the way to the end of the long hallway.

PowerPoint Presentation

The purpose of this is to provide you with a basic understanding of how the technician program functions and provide you with knowledge of the benefits and entitlements that are available to you. Also, this presentation allows you to learn at your own pace and visit back as frequently as needed for a refresher.

Sit back, learn what you can and don't hesitate to write down any questions that you may have. Please feel free to email or call anyone in the Human Resource Office for questions, comments, or concerns.

THE BEGINNING

As with any new job, there is an enormous amount of paperwork to complete. This time is no different.

It is a **REQUIREMENT** that you complete the following forms.

.....So, lets get started!

Forms

Print or have ready all forms needed for temporary technicians to complete.

This will allow you to go through the forms and fill them out in accordance with this presentation.

SF 61 Appointment Affidavit

Fill out top portion with all information

- Department or Agency = DoD
- Bureau or Division = NGB
- Place of Employment = Your work location

In this oath, you are swearing to support and defend the Constitution of the United States, foreign and domestic, bear true faith and allegiance, and you take this obligation freely, without any mental reservation or purpose of evasion; and you will well and faithfully discharge duties of the office that you are entering.

You will not participate in any strike against the Government of the U.S. or any agency thereof and you will not participate while an employee of the Government of the U.S. or any agency thereof.

You have nor anyone acting on your behalf, given, transferred, promised, or paid any consideration or in expectation or hope of receiving assistance in securing this appointment.

Sign at the bottom (Signature of Appointee)

Form I-9, Employment Eligibility Verification

- You will need to complete the Form I-9, *Employment Eligibility Verification*.
- Just complete Section 1, print the form (we do not need the directions or extra copies), sign and date.
- The list of acceptable identification documents are found in the directions in this form and will need to be sent to the HRO (i.e., military ID, Civilian Drivers License, SSN.)

OF 306, Declaration for Federal Employment

- You will need to complete the OF 306, *Declaration for Federal Employment.*
- This form is used to determine your suitability for Federal Employment.
- Note: If you answer YES to any question you are required to explain in block 16. Failure to do so will result in re-completion of the form.
- You will need to complete numbers 1-17b (not 17a), 18-18c if it applies. Sign and date.

Pay Documents $$$

Next you will complete paperwork to get paid. That is unless you want to work for FREE!!! Depending on your component (Army or Air) follow the instructions below.

- ARMY TECHNICIANS
  Complete the next four forms and submit to the HRO!! We will forward your pay documents to the USPFO once received.

- 130th/167th TECHNICIANS
  You need to see your payroll/finance office for completion of applicable pay documents. These forms will NOT come to the HRO.

Form W-4

- The first form is the *Form W-4.* If you are Converting to an Excepted Appointment with no break in service, you do not need to complete this form. If in doubt, fill out the form and send it in.
- You will need to complete the bottom portion labeled “Employee’s Withholding Allowance Certificate” numbers 1-7.
- Sign and date where it says “Employee signature”.

Form CD-525

- The second form is the Form CD-525, *Employee Address.*
- You will need to complete numbers 1-11. Print the form (we do not need the directions or extra copies), sign and date.

SF 1199A, Direct Deposit Sign-Up Form

- The third pay form is the SF 1199A, *Direct Deposit Sign-Up Form.*
- If you are Converting to an Excepted Appointment with no break in service, you do not need to complete this form. You will know if this applies to you. If in doubt, fill out the form.
- You will need to complete Sections 1 & 3.
  - Letter A is self explanatory.
  - Letter B is your name.
  - Letter C is your social security number.
  - Letter D is self explanatory.
  - Letter E is self explanatory.
  - Letter F is the Federal Salary/Military Civilian Pay
- Section 3 is the name and address of your Financial Institution. Don't forget to put your routing number in Section 3!
  - Print the form (we do not need the directions or extra

DD 2058

- Fill out the top part and State Tax Information at the bottom.

- Sign, write current mailing address, and date.

SF 256, Self-Identification of Handicap

- You are required to complete the SF 256, *Self-Identification of Handicap*. Although the form is required, the identification of a handicap is NOT required. *If you choose not to identify your handicap enter code 01.*

- The form will not be housed in your OPF. This form is given to our State Equal Employment Manager, Capt Ramsey, for statistical input.

SF 181, Ethnicity and Race Identification

- This form is used for statistical purposes only . It will not be housed in your OPF. It will be given to the State Equal Employment Manager, Capt Ramsey, for input.

- You are required to complete the SF 181, *Ethnicity and Race Identification.*

Guard Physical Fitness Program

- Each technician employee may voluntarily participate in an approved physical fitness activity or program one (1) hour per day, five (5) days per week.
- Preferred times for physical fitness training are either the first part of the duty day or the last hour of the duty day.
- Coordinate with your supervisor for specific location, time, and activity.

SF 144, Statement of Prior Federal Service

- You will need to complete the SF 144, *Statement of Prior Federal Service,* error free.
- You will need to complete numbers 1-9. Print the form (we do not need the directions or extra copies), sign and date.
- If you were at any time in the past a Civilian Federal Employee, you will indicate that time on #5.
- On #7 you will need to list all your Military Title 10 time(s). This includes Basic Training, some Military Schools, regular Active Duty time and deployments. These are the most common Title 10 times. If you believe that you have other Title 10 times just check the orders that put you on the Active Duty. If the DD 214 does not indicate Title 10, please bring the order for the said DD 214. If you are still not sure, list the times and bring this to HRO's attention.

***It is very important to list all applicable military service under Title 10 and all prior Federal, Civilian Service.**

Personal Contact Sheet

- Next is the Personal Contact Sheet. This is the form HRO will use to contact you if we need information from you or if we would need to give you information.

LEAVE TYPES

Leave Types

Leave is broken up into three categories:

- Paid
- Non paid
- Compensatory

Service Computation Dates (SCD)

What is an SCD?

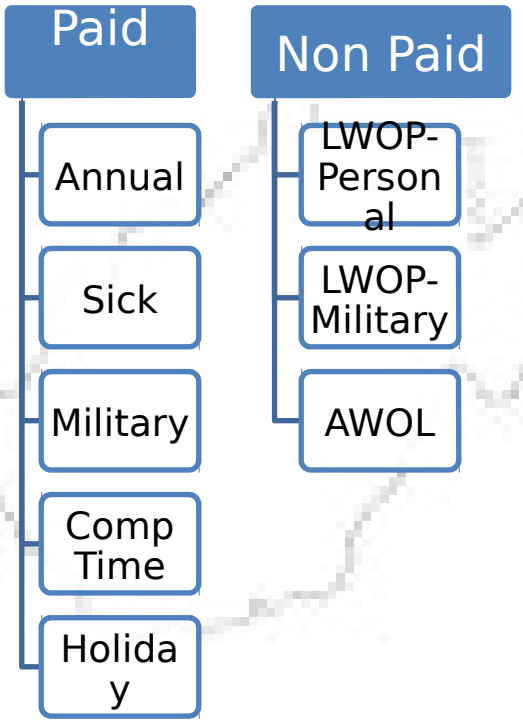
Paid Versus Non Paid Leave

We are going to review different types of LEAVE. There are many but we are only going to cover the most common ones in this presentation! Absence and Leave are covered in the National Guard Technician Handbook, Chapter 6, and also in TPR 630 under our Regulations Tab on the HRO website.

ALL leave taken is recorded on the form OPM 71. This form MUST be signed by your supervisor and turned in every pay period.

LEAVE

Paid versus Non Paid Leave Types



Annual Leave (LA)

- Annual Leave (LA): Use of this leave MUST be pre-approved. LA is meant for the purpose of personal use.
- Temporary Technicians are not entitled to accrue LA until their appointment is extended beyond the 90th day.
- It is accrued at the rate of 4 hrs, 6 hrs or 8 hrs per pay period. All Technicians start out accruing 4 hrs. After HRO receives your Title 10 Active Duty DD 214's and/or documents supporting prior Civilian Federal employment, you may be bumped up to the 6 or 8 hrs per pay period.

Less than 3 years of service	4 hours per pay period
3 years but less than 15 years	6 hours per pay period
15 years or more	8 hours per pay period

- The HRO will calculate a total of your combined service based on the documentation you provide to us. That date, subtracted from your hire date, becomes your LEAVE SCD. That date is what your combined service for leave accrual is based on.

  …so now you can understand why it is very important to provide HRO with all Title 10 and/or prior Civilian Federal employment times!!!!

  Technicians may carry over no more than 240 hrs of LA to the next fiscal year. If you do, this is what is called "use or lose". If you do not use any hours over 240, you will lose those hours over 240!

Annual Leave

Remember the SCD? This is where it matters!

Less than 3 years of service	4 hours per pay period
3 years but less than 15 years	6 hours per pay period
15 years or more	8 hours per pay period

Military Leave (LM)

TEMPORAY TECHNICIANS ARE NOT PERMITTED TO ACCRUE LM!

Sick Leave (LS)

Sick Leave (LS): LS is accrued at 4 hrs per pay period. There is no limit on how many hours of LS that can be accrued. You may use LS for any of the following:

- Medical/dental exams or treatments.
- Incapacitation for performance of duties by illness.
- Adoption of child, bereavement purposes, care for an ill family member.

You are responsible for notifying your supervisor ASAP regarding the use of LS.

Holiday Leave (LH)

Holiday Leave (LH)

Holiday Leave (LH): LH is given to all Civilian Federal Employees on Federal Holidays. Federal Holidays are indicated in red ink on Federal calendars. Other days can be considered a Federal Holiday if the President of the United States declares them a Federal Holiday. Below are the traditional Federal Holidays:

- New Year's Day
- Martin Luther King Jr's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

- If you wish to further educate yourself on LH, go to www.opm.gov.

Non Paid Leave-LWOP (KA)

Leave Without Pay-LWOP (KA): This is also known as Personal LWOP. Although a non-pay status, it still must be requested by the employee and approved by the supervisor.

Each request for LWOP should be examined closely to ensure that the value to the government or the serious needs of the employee are sufficient to offset such costs and administrative inconveniences. LWOP granted to an employee may not at a later time be converted to annual or sick leave, except in disability retirement and employee worker's compensation cases in which claims are disallowed.

- ***CAUTION: LWOP for personal reasons that exceeds specific time limitations can delay the due date of the next step increase; it can eliminate leave accrual for the pay period; and can affect creditable service**

Non Paid Leave-LWOP-US (KG)

Absent Uniformed Service, LWOP-US (KG):

KG is only used when you are on a military order. Below are reasons you could be in KG:

- Military training
- Deployments
- During Terminal Leave from military orders

* **LWOP for military duty does not impact a due date of a Within Grade Increase (if applicable) and it does affect leave accrual by changing to pro-rated accrual.**

Compensatory Time Earned - CE

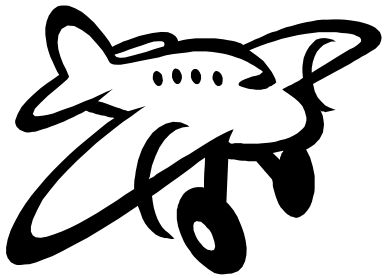
In accordance with the Fair Labor and Standards Act of 1938 Government Employees are not eligible for overtime pay so they earn compensatory time

Compensatory Time Earned is in lieu of overtime and is time that can be earned for later use. Compensatory time is accrued only in support of the activity/base/unit missions and should be requested in advance and must be approved by the supervisor.

Details on types of compensatory time, timecard codes, use and applicability can be found on the HRO homepage www.nbg.army.mil/jobs under the Bulletins/Newsletter Tab, Technician Information Bulletin (TIB) 10-04

Comp Time for Travel

Compensatory Time for Travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Travel must be officially authorized for work purposes and must be approved by an agency official.



Timecards/Pay

Timecards must be submitted for all Federal Employees in order to receive pay.

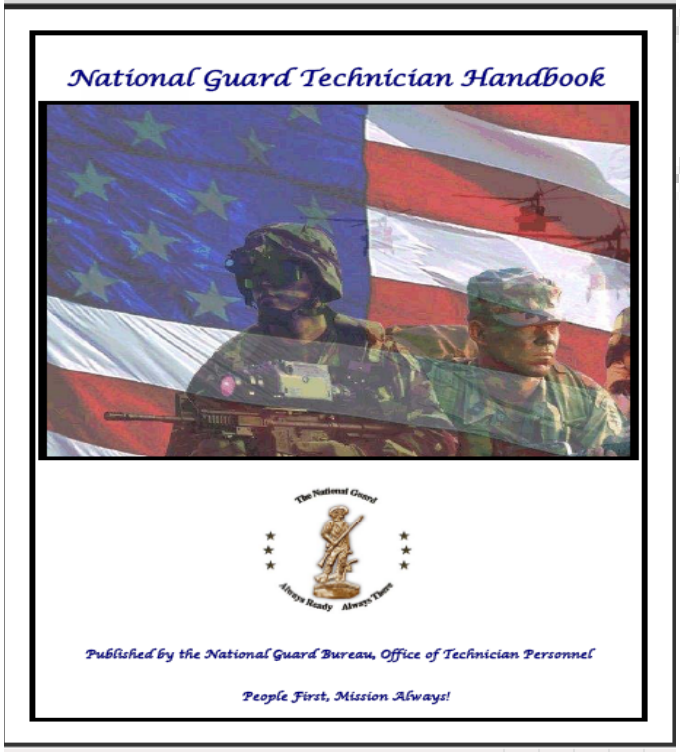
Army Employees: Your section has a designated representative who inputs your timecards every pay period into the central pay system DCPS.

Air Employees: Each employee is responsible for inputting your own time through the Automated Time Attendance And Production System (ATAAPS)

As a new employee your section pay representative will establish your access to the system and train you on its use.

Technician Handbook

You can view the NGB Technician Handbook on the HRO website under New Employee


National Guard Technician Handbook
Published by the National Guard Bureau, Office of Technician Personnel
People First, Mission Always!

Injuries at Work

- As a Federal Employee you may be covered under the Federal Employees Compensation Act or FECA for short. This law is in place to provide employees treatment and compensation as a result of an injury or disability sustained while in the performance of your duty as a technician.

- The FECA is a federal law administered by the U.S. Department of Labor (DOL) and Office of Workers' Compensation Programs (OWCP).

- All entitlement decisions are made by DOL.

- What is covered under the FECA?
  - Traumatic Injury
  - Occupational Disease
  - Recurrence

- What are the benefits under FECA?
  - Medical Services/Treatment
  - Wage Loss Compensation
  - Continuation of Pay

Injuries at Work…Cont.

What do I do if I am injured in the performance of my job?

1. Report any injury or incident to your supervisor IMMDEIATELY. This is submitted to OWCP electronically which creates a record of injury whether treatment is needed or not.

2. If treatment is sought your claim is forwarded to the Department of Labor and they will then make a decision to accept or deny your claim.

3. Report any change in your medical status to your supervisor- Updated accurate medical information ensures your claim is processed expediently.

ACTION REQUIRED:

You will need to read the OWCP Memo for New Employees, sign and date the last page, and turn into HRO.

OWCP Memo

Employee Statement of Understanding to be Filed in OPF

I, _____, was briefed and understand my rights
(Printed Name of Federal Technician)
and responsibilities under the Federal Employees Compensation program.

____ I will report any and all injuries **immediately** to my supervisor or to the person acting on their behalf. If no supervisor is present, I will contact the Human Resource Office Injury Compensation Specialist to report my injury. Failure to report my injury within 30 days could result in a denial of COP (Continuation of Pay) and may result in the denial of my claim.

____ I understand that if I am disabled due to my traumatic injury, I may claim continuation of pay (COP) not to exceed 45 calendar days or use leave. COP must be supported by medical documentation within 10 work days of claim for COP. If disabled longer then 45 days or if I am not entitled to COP, I may claim compensation by submitting a completed form CA-7 to the Human Resource Office.

____ I know that it is my responsibility to ensure all medical bills are processed and paid by the Department of Labor and I understand that I do this online by going to the Claimant Query System (CQS) http://owcp.dol.acs-inc.com. I know that I can also use CQS to access my accepted conditions; address of record; compensation claim status; and compensation payments, dates, and periods. I also can use CQS to see the status of reimbursement requests, eligibility, an authorization inquiries.

____ I also understand that the burden of proof falls on me as the employee and I must establish all facts of my claim in order for my claim to be approved by the Office of Workers Compensation. The US Department of Labor Office of Workers Compensation is the final decision making authority for workers compensation claims and benefits.

_____ _____
Signature of Federal Technician Date

My Biz/My Workplace

My Biz/My Workplace is an online site which provides employees a way to view their records that are created through the HRO data system.

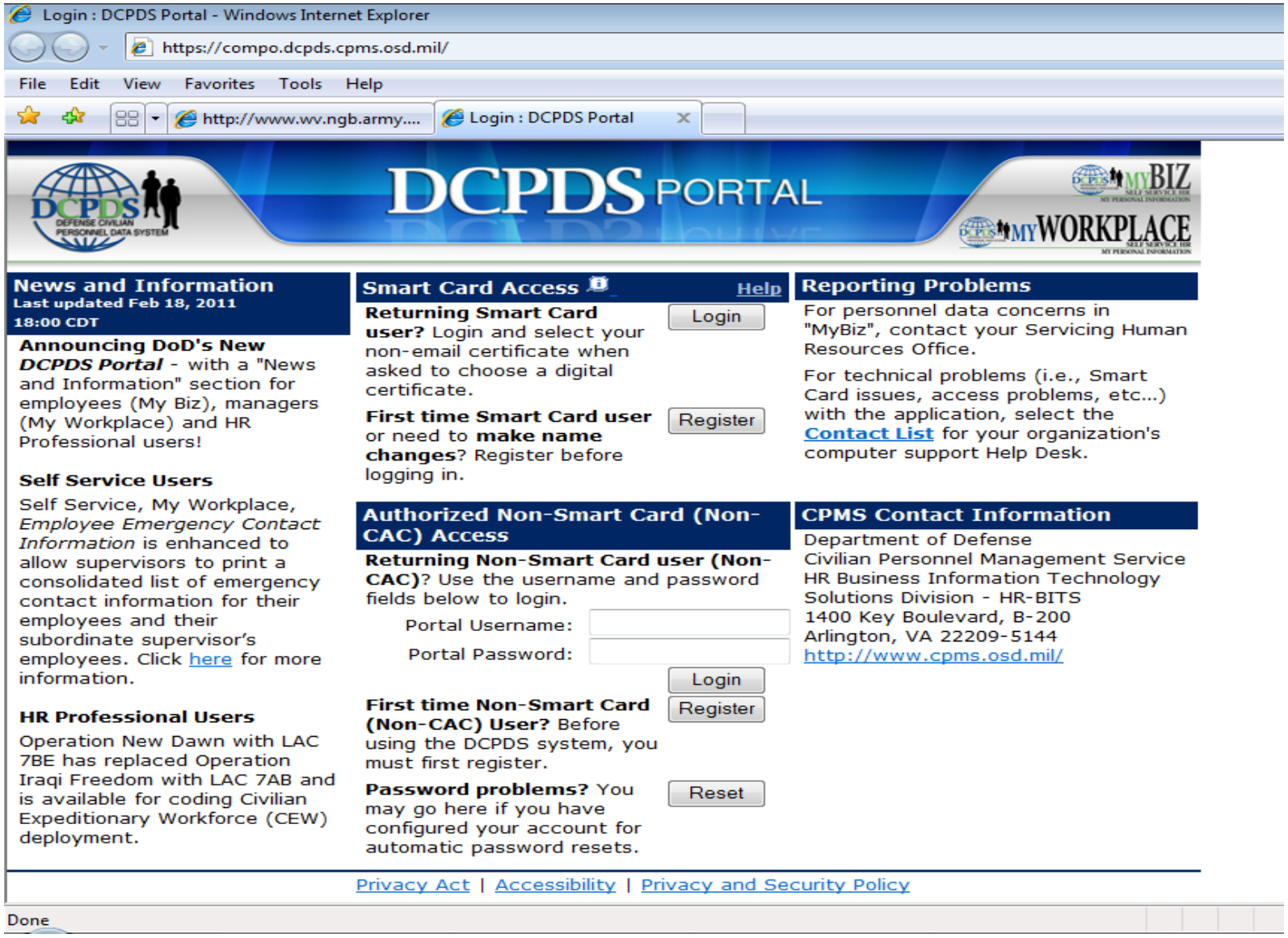
My Biz will also be used for performance management and will be the portal used to enter and discuss your performance ratings.

My Biz-How to Access

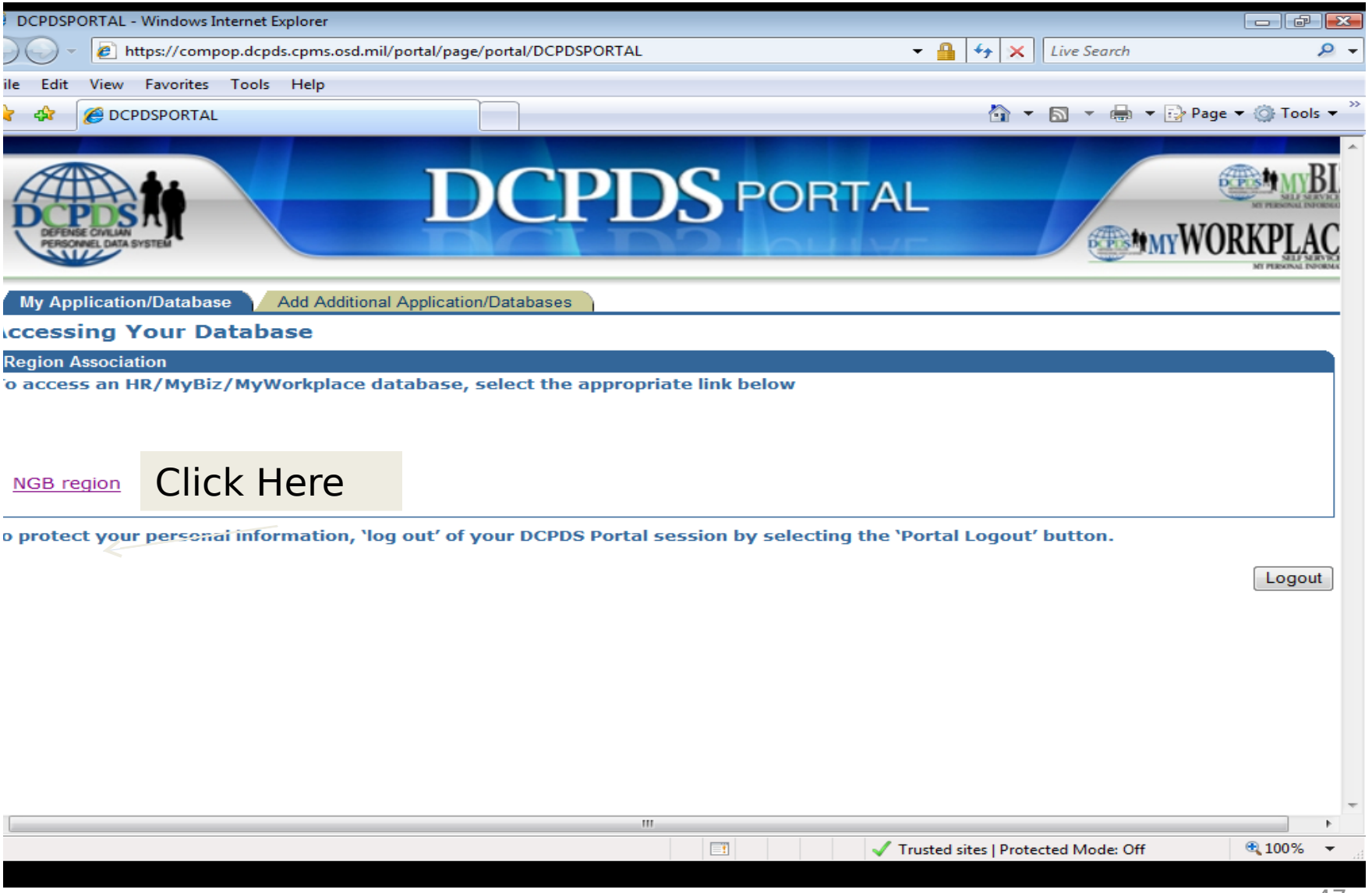
STOP!!!

- Please navigate there now using the link https://compo.dcpds.cpms.osd.mil
- Click ‘Smart Card Access’, First Time Smart Card user section
- Select the “Register” button and follow the steps to register your Smart Card and log into your servicing region’s database and your *My Biz* responsibility.

My Biz-How to Access


Login : DCPDS Portal - Windows Internet Explorer
https://compo.dcpds.cpms.osd.mil/
File Edit View Favorites Tools Help
http://www.wv.ngb.army....
Login : DCPDS Portal
DCPDS PORTAL
DCPDS DEFENSE CIVILIAN PERSONNEL DATA SYSTEM
MYBIZ SELF SERVICE HR MY PERSONAL INFORMATION
MYWORKPLACE SELF SERVICE HR MY PERSONAL INFORMATION
News and Information
Last updated Feb 18, 2011
18:00 CDT
Announcing DoD's New DCPDS Portal - with a "News and Information" section for employees (My Biz), managers (My Workplace) and HR Professional users!
Self Service Users
Self Service, My Workplace, Employee Emergency Contact Information is enhanced to allow supervisors to print a consolidated list of emergency contact information for their employees and their subordinate supervisor's employees. Click here for more information.
HR Professional Users
Operation New Dawn with LAC 7BE has replaced Operation Iraqi Freedom with LAC 7AB and is available for coding Civilian Expeditionary Workforce (CEW) deployment.
Smart Card Access
Help
Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate.
Login
First time Smart Card user or need to make name changes? Register before logging in.
Register
Authorized Non-Smart Card (Non-CAC) Access
Returning Non-Smart Card user (Non-CAC)? Use the username and password fields below to login.
Portal Username:
Portal Password:
Login
First time Non-Smart Card (Non-CAC) User? Before using the DCPDS system, you must first register.
Register
Password problems? You may go here if you have configured your account for automatic password resets.
Reset
Reporting Problems
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.
For technical problems (i.e., Smart Card issues, access problems, etc...) with the application, select the Contact List for your organization's computer support Help Desk.
CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
http://www.cpms.osd.mil/
Privacy Act | Accessibility | Privacy and Security Policy
Done

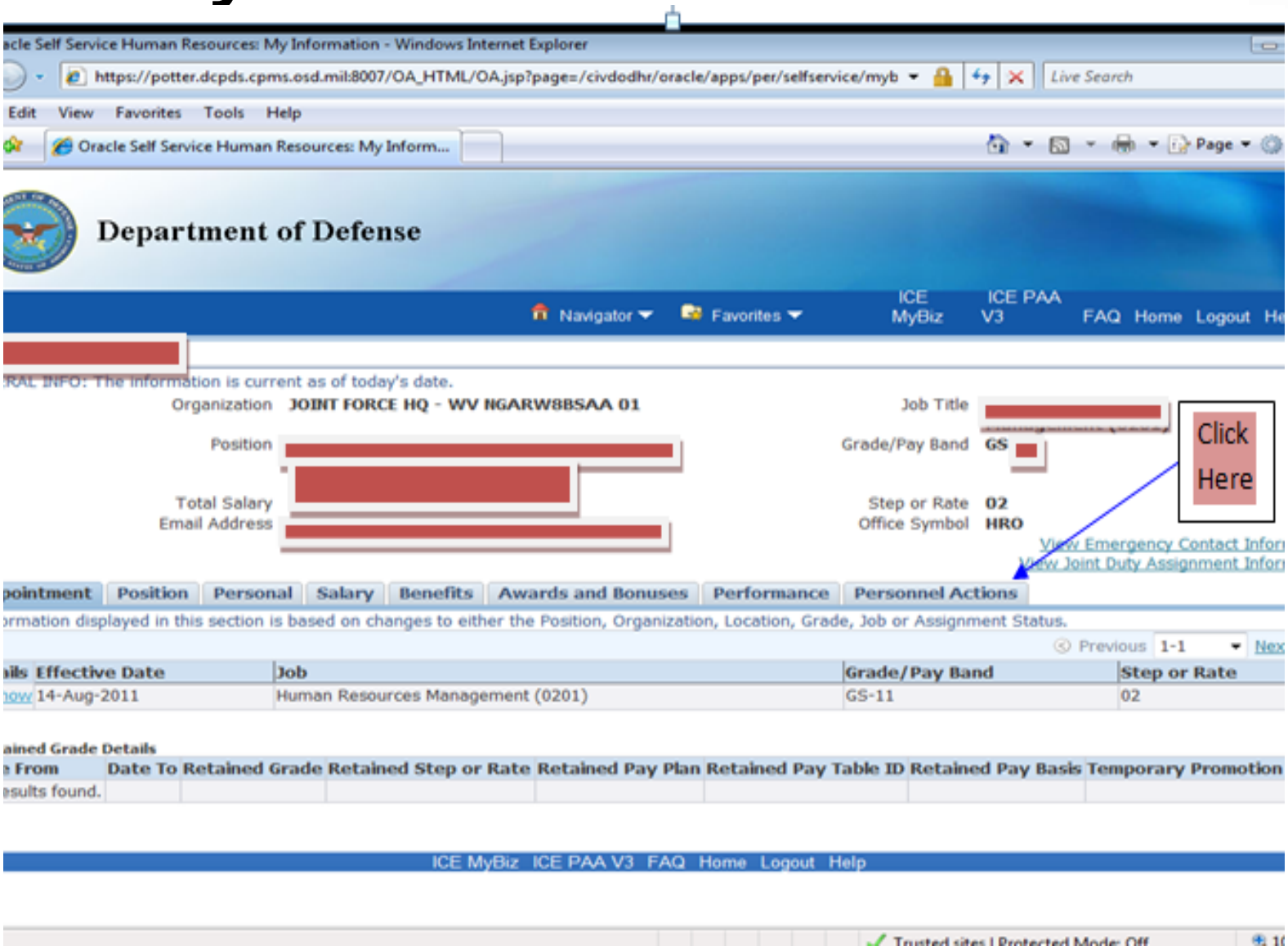
My Biz-How to Access



My Biz-How to Access

Oracle Applications Home Page - Windows Internet Explorer
https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE
Live Search
File Edit View Favorites Tools Help
Oracle Applications Home Page
Page
Tools
Department of Defense
Favorites
ICE MyBiz
ICE PAA V3
FAQ
Logout
Help
Navigator
My Biz
PER WVHRO00001
RPT WVHRO00001
My Biz
My Information
Update My Information
Employment Verification
Performance Appraisal Application (PAA)
Click Here
Favorites
Personalize
After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information Click here
New
My Biz: The Office of Personnel Management issued a new Self-Identification of Disability form 256 in July 2010. The form changed the codes associated with specific disabilities, eliminated several of the more-specific disability codes, and changed the word 'Handicap' to 'Disability'. To view your record go to My Biz, "Personal Tab". To update your record go to My Biz,
'My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of he Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of heir personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

My Biz-How to Access



Reg WRI's (also known as Step Increases)

Regular WRI's are periodically increases in pay that are granted based on length of service, outstanding performance and if you are a WG or GS employee. See below for the time periods you must serve for each employee type. For more details on Reg WRI's please see the Technician Handbook.

WG's

- **For temporary, permanent and indefinite employees.**
- Step 2 – 26 calendar weeks of creditable service in Step 1.
- Step 3 – 78 calendar weeks of creditable service in Step 2.
- Step 4 – 104 calendar weeks of creditable service in Step 3.
- Step 5 – 104 calendar weeks of creditable service in Step 4.

GS's

- **For permanent and indefinite employees only.**
- Temporary GS Employees ARE NOT ELIGIBLE!

Pay Chart

I bet you want to know when you are getting paid? Well, the pay chart is your answer!

Refer to the Pay Chart under the forms section, find the pay period that we are currently in, look at either Army or Air to determine pay date.

Military Technician Bonus and Student Loan Repayment Information

Effective 25 February 2010:

1) Acceptance of either an Indefinite or Permanent Military Technician position or an AGR position:

~ bonuses are terminated without recoupment provided the Soldiers serves one day or more in the M-day status after the effective date of the bonus payment. Additional bonus payments are no longer accelerated.

~ loan repayment program is terminated without recoupment, Soldier may be eligible for a final prorated repayment. Repayment requests will be submit on a DD 2475 through the Soldier's unit to the lender 90 days prior to their anniversary date. Lenders will return the DD 2475 to SGT Burkhart, Incentives Manager (copies from Soldiers and units will not be accepted.) Annual repayment will be processed once the completed form has been received and reviewed by SGT Burkhart.

Military Technician Bonus and Student Loan Repayment Information

Bonus Examples:

PVT Joe is due the first portion of his bonus payment on 1 March 2011, for PVT Joe to keep the bonus payment he must complete one day in the M-day status before accepting a Military Technician or AGR position. PVT Joe is eligible to accept the Military Technician or AGR position on 3 March 2011 and keep his bonus payment. IF PVT Joe accepts his bonus on 2 March 2011, the bonus payment is terminated with recoupment.

PVT Joe extends while deployed and accepts a Military Technician or AGR position prior to the effective date of the incentive. Incentive is terminated and no payment will be processed.

Military Technician Bonus and Student Loan Repayment Information

Loan Repayment Examples:

PVT Joe enlists/extend in the ARNG and accepts the loan repayment program. Six (6) months into his enlistment/reenlistment he accepts a Military Technician or AGR position. PVT Joe's loan repayment program is terminated and he is not eligible for the first loan repayment. PVT Jones must complete one year on his enlistment/extension to be eligible for the first repayment.

PVT Joe is due the first loan repayment on 1 March 2011. PVT Joe is eligible to accept a Military Technician or AGR position on 2 March 2011. Repayment will not be recouped and no additional repayments will be processed.

PVT Joe is due the first loan repayment on 1 March 2011. PVT Joe accepts a Military Technician or AGR position 6 months later. PVT Joe is eligible for a final prorated loan repayment. PVT Joe must submit a DD 2475 to receive the final payment - this will not be processed automatically.

Military Technician Bonus and Student Loan Repayment Information

2) Temporary Military Technician position for 180 consecutive days or more ~ incentives are terminated without recoupment and no additional payments/repayments will be processed.

3) Temporary Military Technician position for 179 consecutive days and less will continue to remain eligible for bonus payments and loan repayments provided all other eligibility requirements are met. Repayment requests will be submitted on a DD 2475.

4) Military Technicians and AGRs are NOT eligible to extend to participate in the Loan Repayment Program or Reenlistment bonus.

Military Technician Bonus and Student Loan Repayment Information

5) Military Technicians and AGRs that are deployed (on Title 10) are NOT eligible for the Loan Repayment Program or Reenlistment bonus UNLESS they have resigned from their Military Technician or AGR position and Soldier has no Military Technician or AGR position to return to after the deployment.

6) Soldiers who leave the Military Technician or AGR status and return to traditional guardsman status and receive an Incentive (bonus or loan repayment program) will not be able to return to either a Military Technician or AGR position until a minimum of 50% of their incentive contractual agreement is service (start date is the effective date of the Incentive - i.e. Bonus new contract date (day after current ETS) and Loan Repayment Programs date contract is signed) or the incentive will be terminated with recoupment

Point of Contact for all Bonus/SLRP Questions:

SGT Melissa Burkhart at 304- 561-6370 and melissa.ann.burkhart@us.army.mil

TriCare Reserve Select Coverage

Public Law 109-364 signed 17/OCT/2006, excludes individuals eligible for health insurance under the FEHB Program from coverage under TRICARE Reserve Select (TRS). Therefore, Selected Reserve members who are eligible for FEHB will lose their TRS coverage.

It is important for you to understand should your temporary appointment extend past one year you will no longer be eligible to continue TRS. Temporary employees are eligible for FEHB coverage after serving continuously for one year. Temporary employees pay their portion and the government's portion plus two percent administrative fee = 102% FEHB Premium!!

COMPLETE THE FOLLOWING MANADORY FORM 'TRS Memorandum'.

Reasons to Contact the HRO

- Qualifying Life Event (QLE)
- LWOP and RTD
- Name Change
- Changing your beneficiaries if you wish
- Leaving to accept another federal position
- Separation/resignation/retirement

Absent Uniform Service (A-US) and Return to Duty (RTD)

A-US

- When entering a non-pay status for a period greater than 30 days you are REQUIRED to contact HRO for an A-US Brief.
- NOT CONTACTING HRO WHEN ENTERING A-US MAY CAUSE YOU TO INCUR DEBTS! It is extremely important for you to contact HRO!!

RTD

- Before you can return to a pay status (after your LWOP for more than 30 days) you are REQUIRED to contact HRO for a RTD brief. This brief is VERY important, without it you will not be put back in a pay status! It is what HRO does that puts you back in a pay status, not your timecard! It all depends on YOUR type of LWOP.

Name and Address Changes

- Name changes must be initiated through an SF 52 being submitted to the HRO. A copy of your new social security card, or a letter from the social security office must accompany the SF52 in order for your name to be changed
- Any address change for both military and civilian records can be accomplished through your two separate MyPay accounts. Ensure you update both with the new address.

Leaving Federal Employment

- When you are separating for any reason to include voluntary separations such as resignation and retirement, or involuntary separations such as terminations and removals the following process applies:
  - Contact your supervisor or the HR Office
  - Submit an SF 52/letter of resignation to HRO to initiate your separation

- A separation package will be mailed to you within 30 days of your separation which details any benefits or entitlements you MAY be eligible to retain post-separation

If you are transferring to a position with another Federal Agency it is VERY IMPORTANT you provide a good POC for that agency so the HRO can coordinate a smooth transfer of all of your benefits, your leave, and request your records. If the transfer is done incorrectly then there may be a delay in your PAY.

Congratulations!

Now that you have completed this presentation below is a checklist to help you determine what you need to turn in:

____ All DD214's and Title 10 Orders
____ Copy of 2 forms of Identification
____ SF 61 Appointment Affidavit
____ Form I-9 Employment Eligibility Verification
____ OF 306 Declaration for Federal Employment
____ W-4 Withholding Statement
____ 1199A Direct Deposit

..... Continued on next Slide

Checklist (continued)

____ Form CD 525 Employee Address
____ DD 2058 State Tax Information
____ SF 256 Self Identification of Handicap
____ SF 181 Ethnicity and Race Info
____ SPMO Form 12 Standards of Conduct
____ SF 144 Statement of Prior Federal Svc
____ Personnel Contact Sheet
____ Statement of Understanding for Temp Techs
____ TriCare Reserve Select Memo of Understanding
____ OWCP Memo

Employee Processing Instructions

Next step: Turn in your completed packet to the Human Resource Office ASAP!

Talk with your supervisor to ensure forms are sent to the HRO prior to the end of your first week!

If not received in time, you may not get paid on time!

Primary Points of Contact

- General inquiries:
  - Technician hotline 304-561-6749
- Specific Inquiries:
  - New Employees 304-561-6428
  - AUS/LWOP/RTD 304-561-6437
  - OWCP and Retirement 304-561-6429
  - Performance Management 304-561-6431
  - Labor Relations 304-561-6422
  - State Equal Employment Manager 304-561-6430

ATTENTION:

To receive credit for successful completion of your New Employee Temporary Technician Online Briefing…

- Complete the end of training certificate on the next slide.

- Print only the certificate.

- Scan and return the certificate to the HRO Training Section, MSgt Meredith Gray, meredith.a.gray.mil@mail.mil.

West Virginia National Guard
Human Resources Office

This is to certify

_____

(Typed/Printed Full Name)

has successfully completed the

New Employee Temporary Technician Online Briefing

on _____

(Date)

Meredith A. Gray

Human Resources Development (Training)